

JOB FAIR/OPEN INTERVIEW

JK Residential Services INC.

APARTMENT MANAGERS / LEASING AGENTS (Phoenix)

EXPERIENCED APARTMENT MANAGERS / LEASING AGENTS NEEDED!!!

Think you have the experience and talent to close deals and be a top producer? Do you know how to get the job done?

Do you love helping residents?

Are you a team player?

Then we WANT YOU! COME TO OUR OPEN INTERVIEWS SHOWN BELOW!!

LOCATION: 3815 N. 16TH STREET PHOENIX, AZ 85016

Questions: (323) 669-9090

SEPTEMBER 06, 2013 10:30 AM TO 4:30 PM

REQUIREMENTS:

1. Oversee day-to-day property operation
2. Marketing & Advertising
3. Showing & Leasing of vacant apartments
4. Processing applications, preparing leases and move-in/move-out
5. Collecting, depositing, and accounting of rent payments
6. Walk thru of the property premises and daily inspection of units (both with incoming and outgoing residents)
7. Handle resident retention/customer service
8. Prepare weekly reports
9. Oversee maintenance crew and make sure that all service request are handled timely
10. Act as liaison with maintenance subcontractors/vendors

WE OFFER SALARY + BENEFITS + BONUS PROGRAM

HAS AN OPTION TO LIVE ON-SITE

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

JOB FAIR/OPEN INTERVIEW

JK Residential Services INC.

MAINTENANCE TECHNICIANS (Phoenix)

EXPERIENCED Full-time MAINTENANCE TECHNICIANS NEEDED!!!

Do you have experience in all areas of maintenance such as plumbing, electrical, carpentry, etc.?
Do you have the handyman skills?

Then we WANT YOU! COME TO OUR OPEN INTERVIEWS SHOWN BELOW!!

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REQUIREMENTS:

1. Minimum 3 years of experience
2. Knowledge in all areas of maintenance such as plumbing, carpentry, electrical, etc
3. Knows how to make rent-ready unit
4. Able to work both alone and as part of a team.
5. Experience in Chiller a Huge Plus!
6. Must have experience working in a Property Management Company and/or in Residential Complexes/Apartments

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